

## Instructions to sign up for the Tax slayer practice lab

Please see the instructions to sign up for the tax software. Once you are signed on you will be able to work on practice returns. Open the following link to open the video with the demonstration problem

<https://drive.google.com/file/d/14dms6-hm2L3lp3tP8hkmncmYbacU34X3/view?usp=sharing>

- 1) Go to the Google taskbar and type in Tax Slayer Springboard.
- 2) Select the option Tax slayer VITA/ TCE springboard-TaxSlayer Pro
- 3) Select Practice lab.
- 4) Type in the password for the practice lab that is: TRAINPROWEB  
(This is case sensitive)
- 5) When the sign in Window comes up, select create New account.
- 6) Enter your user name like the following example;  
Name: John Smith  
User Name: JSmith
- 8) Put the email address that you use to receive emails.
- 9) The Password should be Practiceaccounting5!
- 10) Program Type is: VITA
- 11) Site Identification Number is S70010314
- 12) Security question- select – What was your high school mascot?
- 13) Security answer - bearcat.
- 14) Sign in with your User Name and Password.
- 15) Select- Go to Practice Area, on the Practice Lab Home page.
- 16) To start a new return select- Start new 2019 tax return.

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